

DATE: August 6, 2003

TO: Records Management Distribution

FROM: Sharon Evelin  
Acting Departmental Records Officer, IM-11

SUBJECT: RM03-20-Request for comment on draft NARA Guidance on Managing Web Records

Please read the memo below from NARA. Attached are the files that comprise the draft NARA Guidance on Managing Web Records. NARA is requesting review and comment on these documents. Comments on the Guidance are due by Thursday, August 28, 2003. Your comments should be submitted to Jay Blewett ([Jay.Blewett@hq.doe.gov](mailto:Jay.Blewett@hq.doe.gov)). Thank you for your participation. If you have questions, please contact Jay Blewett at 301-903-9608.

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----- Original Message -----

From: Lewis Bellardo [mailto:[lewis.bellardo@NARA.GOV](mailto:lewis.bellardo@NARA.GOV)]  
Sent: Monday, August 04, 2003 11:00 AM  
To: CIO-COUNCIL@listserv.gsa.gov  
Subject: [CIOCL] Request for comment on draft NARA Guidance on Managing Web Records

Comment deadline: 9/3/2003

Attached for your review are five HTML files and four associated image files that comprise the draft NARA Guidance on Managing Web Records. To access these files, and for the hyperlinks to work properly, please download the nine files found in the attached file to the same directory.

The guidance is organized into four sections and a separate overview/table of contents:

- GENERAL BACKGROUND, RESPONSIBILITIES, AND REQUIREMENTS
- MANAGING WEB RECORDS
- SCHEDULING WEB RECORDS
- APPENDIXES

As stated in the overview/table of contents, web site operations are an integral part of an agency's program. Managing web records properly is essential to effective web site operations, especially the mitigation of the risks an agency faces by using the web to carry out agency business. This guidance will assist agency officials in this regard, including agency program staff, webmasters, IT staff, and other agency officials who have a role in web site management and administration.

We ask that you share this draft with your staff, including agency web program staff. NARA is separately sharing the draft with agency records officers. We ask that agency CIO, web program, and records officer comments be coordinated. Please provide your comments or concurrence via email to Nancy Allard ( [nancy.allard@nara.gov](mailto:nancy.allard@nara.gov) )

<mailto:nancy.allard@nara.gov> ) by September 3, 2003.

If you have any questions, please contact Ms. Allard on 301-837-1477 or via email.

Thank you.

LEWIS J. BELLARDO  
Deputy Archivist  
of the United States

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